

**U.S. DEPARTMENT OF ENERGY**  
**NEVADA OPERATIONS OFFICE**

**POLICY**

**NV P 331.X**

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Expires: 3-31-04

**FEDERAL EMPLOYEE  
PERFORMANCE MANAGEMENT**

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**INITIATED BY:**  
**Human Resources Division**

# **FEDERAL EMPLOYEE PERFORMANCE MANAGEMENT**

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## **PURPOSE**

Establish expectations for developing work plans as part of the critical element "Work Accomplishments" in the 360-degree evaluation plan.

## **SCOPE**

The provisions of this Policy statement apply to all federal employees.

## **POLICY**

The DOE Nevada Operations Office (DOE/NV) Performance Management System currently consists of nine to ten generic critical elements and standards. Most of these elements measure "soft" skills and the standards for these elements are appropriately general in nature. However, the critical element "Work Accomplishments" as defined in the 360-degree evaluation plan does not reflect work expectations specific to any position. Therefore, beginning with the performance rating cycle which takes affect January 1, 2000, it is the policy of DOE/NV for supervisors to establish a work plan (work expectations) for the "Work Accomplishments" critical element for each subordinate employee. The plan will outline responsibilities, duties, and deliverables specific to the individual's position, including integrated safety management responsibilities. It is the supervisor's responsibility to monitor the progress of his/her employee against the work plan.

A work plan will include:

- General responsibilities of the position specific to the critical element.
- Specific duties required to successfully carry out the responsibilities, including factors to address safety management performance for individuals assigned safety management responsibilities.
- Deliverables (reports, surveys, etc.) required.
- Established time frames.
- Methods used to measure success in accomplishing the above.

## FEDERAL EMPLOYEE PERFORMANCE MANAGEMENT

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The Human Resources Division (HRD) has developed a guide “Managing Employee Performance” to assist supervisors. Questions should be referred to the Employee Relations Specialist in HRD.



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